

AMERICAN EMBASSY BUENOS AIRES
JOB OPPORTUNITY ANNOUNCEMENT
10/16/03

Position Title:	Truck driver/Warehouseman	Announcement No.:	35/03
Level of Position:	FSN-03 FP-BB (to be confirmed by Washington)	Opening Date:	10/16/03
Hiring Level:	FSN-02 or FSN-03 (depending on qualifications) or its grade equivalencies: FP-BB or FP-CC	Closing Date:	10/30/03
Work Schedule:	40 hrs. per week	Agency/Office:	GSO

Eligibility: AFMs, U.S. Citizen Residents in Argentina and Foreign Nationals

Duties and Responsibilities:

Drives a furniture delivery truck, and serves as team leader to contract personnel.
Assists with loading and unloading trucks at the warehouse, Embassy and residences.
Makes deliveries of supplies, furniture, appliances and other items as directed by the Supply Supervisor.
Assists in the preparation of residential quarters for occupancy which includes cleaning tasks.

Required Skills, Knowledges and Abilities:

Elementary school
Minimum of one year experience of warehouseman and labor experience.
Level II English. Ability to read English.
Excellent knowledge of proper lifting techniques, and be Knowledgeable of forms and paperwork associated with Moving.
Must be able to perform moderately heavy work and be able To lift heavy objects at times.
Truck driver's license.

Tareas y Responsabilidades:

Manejar un camión de mudanzas y ser líder de equipo de Personal contratado.
Asistir en la carga y descarga de camiones en el depósito, Embajada y residencias.
Hacer entregas de suministros, muebles y otros items, dirigido por el Supervisor de suministros.
Asistir en la preparación de residencias a habitar, lo cual incluye tareas de limpieza.

Requisitos requeridos para el puesto:

Escuela Primaria completa.
Mínimo de 1 año de experiencia como personal de depósito.
Inglés Nivel II. Habilidad para leer Inglés.
Excelentes conocimientos de técnicas de elevación mecánica y de manejo de papeleo asociado con Mudanzas.

Capaz de ejecutar trabajo pesado moderado y de levantar objetos pesados ocasionalmente.
Licencia de Conducir válida para camiones.

Selection Process:

- EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Applicants must be eligible for appointment under host government laws and regulations.
- Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
- EFMs who are currently employed under a PIT/FMA must work for 90 calendar days in that position before being able to apply for newly advertised position.
- After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

To Apply:

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

Submit Application to:

- Via e-mail to: (buenosaires-rrhh@state.gov)
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina